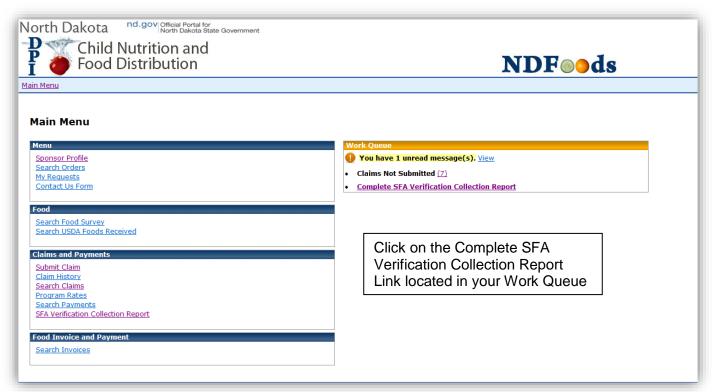
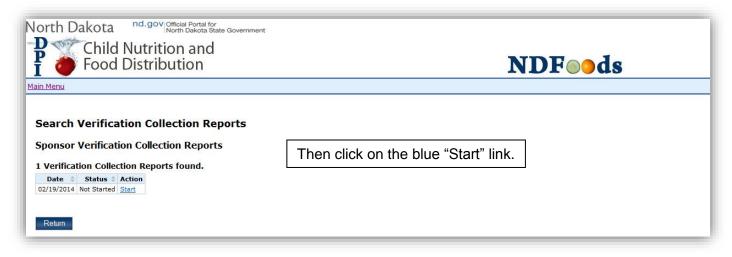
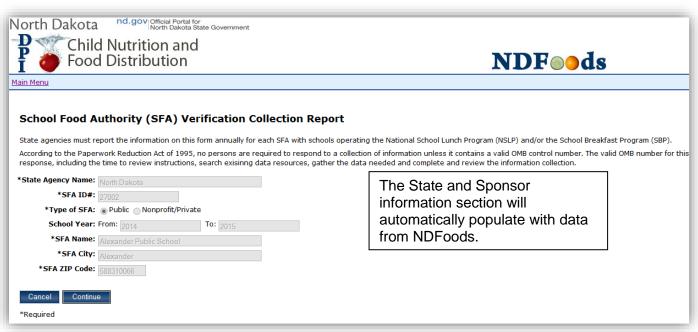
Online Verification Summary Report – User Instructions

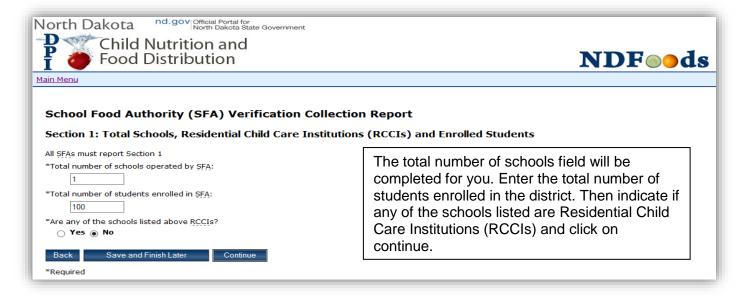
Overview:

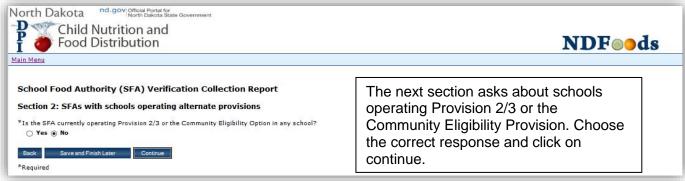
- North Dakota DPI is required to report the results of school free and reduced price eligibility verification efforts each year. All School Nutrition Program (SNP) Sponsors must complete applicable sections of the Verification Collection report and submit the report to DPI.
- The report is completed in NDFoods. A link to the report questionairre will appear in the Work Queue on November 1st. The report must be completed by December 15th
- The report questionairre takes the user through a series of questions. The questionairre is designed to collect answers to the required questions only. For instance, an RCCI that doesn't collect eligibility applications, and therefore does not have to conduct verification will not be required to completed sections 4 & 5 of the report.
- You will need the following information, where applicable, in front of you when completing the report:
 - Total enrollment on the last operating day in October.
 - Direct Certification Information from STARS
 - A list of categorically eligible students other than Direct Certification:
 - Homeless
 - Migrant
 - Runaway
 - Receiving assistance through the Food Distribution Program on Indian Reservations (FDPIR)
 - District has identified student as eligible for free meals on behalf of the child
 - All free and reduced price applications approved for the school year:
 - Separate the applications by eligibility category (free and reduced price)
 - Separate the free applications by eligibility reason (income application, SNAP/TANF case number, or foster child)
 - Verification documentation
- Contact Scott Egge at segge@nd.gov or 701-328-2319 with questions regarding the report.

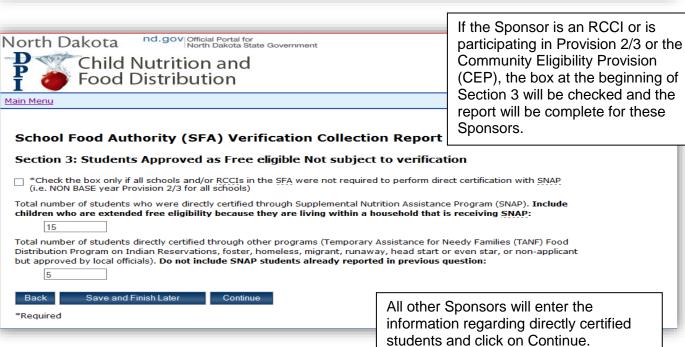












School Food Authority (SFA) Verification Collection Report	
Section 4: Household applications and students approved as Free or Reduced Price	eligible through an application
Please enter the number of approved application forms on file for the following eligibility determinations:	
Total number of applications approved as categorically Free eligible based on those providing information on an approximation on an approximation on an approximation on a section of the	olication
Total number of applications approved as Free eligible based on household size and income information: [5]	
Total number of applications approved as Reduced Price eligible based on household size and income information: 2	
Please enter the number of students approved as Free or Reduced Price by the following eligibility determinations:	
Total number of students approved as categorically Free eligible based on those providing information on an applicative. SNAP or TANE case number:	ation form
Total number of students approved as Free eligible based on household size and income information:	Section 4 collects information on
Total number of students approved as Reduced Price eligible based on household size and income information:	the number of approved applications by eligibility category
Total FREE Eligible Students Reported: 30	and the number of students listed
Total REDUCED PRICE Eligible Students Reported: 3	on those applications by eligibility
Back Save and Finish Later Continue	category. The total FREE and Total REDUCED PRICE eligible students at the bottom of the
	Students at the bottom of the

page is populated by the system.

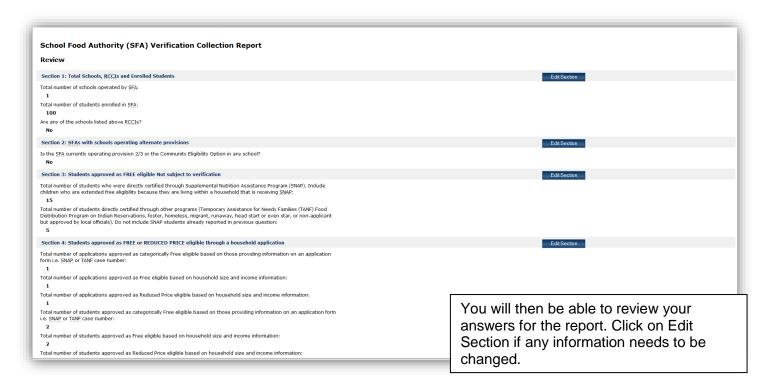
Provision 2/3 and Community Eligibility School Food Authority (SFA) Verification Collection Repo Sponsors). **Section 5: Verification Results** *Check the box only if ALL schools and/or RCCIs are exempt from verification Was verification performed and completed? Yes, completed by November 15th Yes, completed after November 15th O No, verification was NOT performed or the process was not completed Type of verification process used: Standard (lesser of 3% or 3,000 error prone) Alternate one (letter of 3% or 3,000 selected randomly)
 Alternate two (less of 1% or 1,000 error prone applications PLUS letter of 0 applications with SNAP/TANF/FDPIR case numbers) Total number of error prone applications (do not report student numbers) as of Oc Direct Verification is the process of records from Public Agencies, such as the Department Total number of applications (do not report student numbers) selected for verificaof Human Services to verify income and/or Check the box if direct verification was not conducted in the SFA other program participation. Results of Verification by Original Benefit Type (5-8) For each original benefit type (A, B, & C), report the number of applications and th Free Categorically Eligible Sponsors that have completed Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number Responded, No Change:

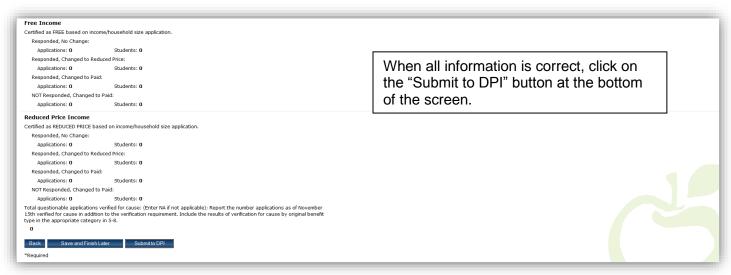
Applications: 0 Students: 0 Verification will enter information about their verification process and the results Responded, Changed to Reduced Price: Applications: 0 Students: 0 of their verification activities. Responded, Changed to Paid: Applications: 0 Students: 0 NOT Responded, Changed to Paid: Applications: 0 Students: 0 Free Income Certified as FREE based on income/household size application. Responded, No Change: Applications: 1 Responded, Changed to Reduced Price: Applications: 0 Students: 0 Applications: 0 Students: 0 NOT Responded, Changed to Paid: Applications: 0 Students: 0 Reduced Price Income Certified as REDUCED PRICE based on income/household size application. Responded, No Change:
Applications: 0 Students: 0 Report only information from verified Responded, Changed to Reduced Price:
Applications: 0 Students: 0 applications in this section Responded, Changed to Paid: Free Income Certified as FREE based on income/household size application. Responded, No Change:
Applications: 0 Students: 0 Responded, Changed to Reduced Price: Students: 0 Applications: 0 After entering the verification Responded, Changed to Paid: Applications: 0 results information, click on NOT Responded, Changed to Paid: Applications: 0 Students: 0 Continue. Reduced Price Income Certified as REDUCED PRICE based on income/household size application. Responded, No Change:

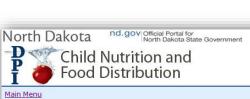
Students: Responded, Changed to Reduced Price: Applications: 0 Responded, Changed to Paid: Applications: 0 NOT Responded, Changed to Paid: Applications: 0 Students: 0 Total questionable applications verified for cause: (Enter NA if not applicable): Report the number applications as of November 13th verified for cause in addition to the verification requirement. Include the results of verification for cause by original benefit type in the appropriate category in 5. Back Save and Finish Later Continue

The check box at the top of Section 5 is completed for those sponsors not

required to complete verification (RCCIs,









Search Verification Collection Reports

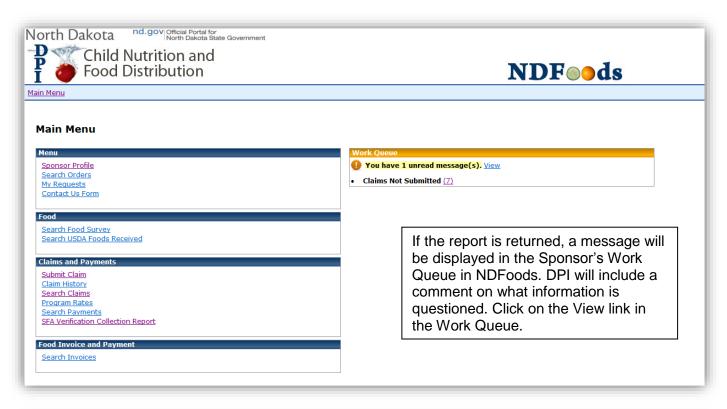
Sponsor Verification Collection Reports

1 Verification Collection Reports found.

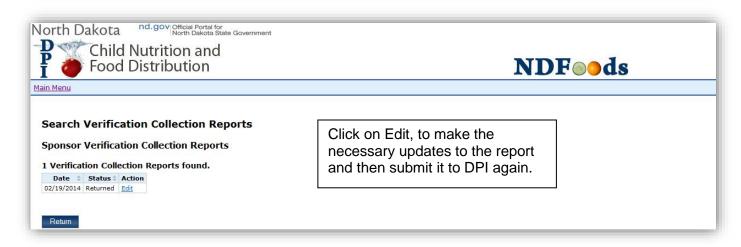
Date

Status Action 02/19/2014 Submitted View

A "Report Successfully Submitted to DPI message will be displayed. When the report is in submitted status the sponsor will be able to View the report, but will not be able to edit it. DPI will review the report and will either approve it or will return it to the sponsor for correction. The report status will change to "Approved" when DPI has accepted the report.









When the report is in Approved status the sponsor will be able to View and Print the report. The printable report is in the original USDA report format (Shown Below).

NDF ds

		School Foo gencies must report the informat Prog All SFAs, including SFAs with al	od Authority (Si ion on this form ANN gram (SLP) and/or th Il schools exempt fro	e School Breakfast Pro m verification requireme	collection Report ith schools operating the gram (SBP). nts, must complete app	e National So plicable section	ins.	
	num	sing to the Paperwork Reduction Act of ber. The valid OMB number for this coll uding the time to review instructions, se	lection is 0584-0026. The	e time required to complete t	nis information collection is	45 minutes per r	esponse,	
State Age lorth Dako	ency Nami ota	×	SFA ID#: 27002	Type of SFA:	Nonprofit/Private	School Y		2015
SFA Nam Jexander	ne: Public Sch	ool		SFA City: Alexander		SFA Zip Code:	5 8	3 1
	Total Schools, Residential Child Care Institutions (RCCIs) and	" All SFA	As must report Section	1**	A. Number of OR Institu		B. Number of Students	
		1-1: Total schools (Do Not include	de RCCIs):			1		100
Inst		1-2: Total RCCIs (do not include	schools counted in 1-	1):		0		(
		1-2a: RCCIs with day studer	nts (Report ONLY <u>day</u> s	students in 1-2a):		0		
Stu	udents	1-2b: RCCIs with NO day stu	udents:			0		
		** ONLY SFAs with alte	rnate provisions must	report Section 2 **	A. Number of AND Institu		B. Number of Students	
8		2-1: Operating Provision 2/3 in a	BASE year for NSLP a	nd SBP:		0		(
	SFAs with	2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP:						(
sc	chools	2-2a: Provision 2/3 students reported as FREE in a NON BASE year:						
	operating alternate provisions	2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:						
		2-3: Operating the Community El		0	7	(
8		2-4: Operating other alternatives						
		2-5: Operating an alternate proving	sion(s) for only SBP or	only NSLP:				
app as eligit	proved FREE ble NOT	3-1: Check the box only	y if all schools and/or TO with SNAP (i.e. NON B	3 or check box 3-1 if appli CCIs in the SFA were not re IASE year Provision 2/3 for Jutrition Assistance Progr.	equired to perform all schools)		B. Num of Stude	nts
	subject to verification ,	(SNAP): Do <u>not</u> include students of 3-3: Students directly certified th	pertified with SNAP thro	ugh the letter method.		-		25
90		through Temporary Assistance for Needy Families (TAMF). Food Distribution Program on Indian Reservations (PDPM), or Medicast (4 applicable); flose documented as homeless, migrant, numerally, flosts, flost Start, Flor-Kern Start, or non-applicant but approved by local clificials. DO NOT include SNAP students already reported in 3-2.						ŧ
5		3-4: Students certified categorically FREE eligible through SNAP letter method: Include students certified for free meals through the family providing a letter from the SNAP agency.						
app	Students approved as FREE or REDUCED PRICE eligible through a household – application	** All SFAs collecting	A. Numb Applicati					
t per		4-1: Approved as categorically FF documentation (e.g. a case number		0		(
n thre		4-2: Approved as FREE eligible: Based on household size and income information				2		4
		4-3: Approved as REDUCED PRIC	CE eligible: Based on I	household size and		. 1		1

Return

5-2	X Yes, comp	on performed and leted by November leted after November	the box if ALL so completed?		are exempt from o further reporting	verification (see g in Section 5 is	instructions required. used: 0 error-pron	0)		
	No, verifica was not co	ation was NOT per mpleted	formed or the prod	3. [Lesser of 1% or one percent or 50				
	If 1 or 3 is checke report 5-4 If 2 is checked in 5-1 "N/A" in 5-1	5-3, enter	Report all applic	RROR PRONE appli ations as of October ared error prone		1		5-5: Num cations se fication sa	elected	1
5-1	6: 🛛	Check the bo	x if direct verifica	rt Section 5-7 or ch ation was not condu performed direct ver	icted in the SFA, (i.e. not one of the			umber of lications	B. Number of Students
-		DEDUCED OF								
	ect verification wit	for REDUCED PRI th SNAP/FDPIR/M original benifit type	EDICAID as of No	5-8: Results of Vert the number of app	lications and stude	nal Benefit Type ents as of Novem	rification: ber 15th for	each resul	It category (1, 2,	3, & 4).
dir	For each of A. FREE-Certified as FREE	th SNAP/FDPIR/M priginal benifit type -Categorically Elig based on SNAP/	(A, B, & C), repo Do NOT in gible	5-8: Results of Vert the number of applicude students and	lications and stude applications alread B. FREE-Income fied as FREE base	nal Benefit Type ents as of Novem dy reported in 5-7	ber 15th for A or 5-7B.	C. REDU	JCED PRICE-Inc	ome based on
dir	For each of A. FREE-Certified as FREE	th SNAP/FDPIR/M	(A, B, & C), repo Do NOT in gible	5-8: Results of Vert the number of applicude students and	lications and stude applications alread B. FREE-Income	nal Benefit Type ents as of Novem dy reported in 5-7	ber 15th for A or 5-7B.	C. REDU	JCED PRICE-Inc	ome based on
dir	For each of A. FREE-Certified as FREE documentation (e. Result	th SNAP/FOPIR/M priginal benifit type Categorically Elig based on SNAP/ g. case number) of a.	(A, B, & C), report Do NOT in gible TANF/FDPIR on application b.	5-8: Results of Ver t the number of app clude students and Certif income/t	lications and stude applications alread B. FREE-Income lied as FREE base nousehold size app a.	direct ve	ber 15th for A or 5-7B. Cerr A cate	C. REDU	JCED PRICE-Inc EDUCED PRICE usehold size app a.	ome based on lication b.
dir	For each c A. FREE. Certified as FREE documentation (e. Result Category Responded,	th SNAP/FDPIR/M original benifit type Categorically Eligibased on SNAP/P g. case number) of a. Applications	EDICAID as of No (A, B, & C), repo Do NOT in gible TANF/FDPIR no application b. Students	5-8: Results of Vert the number of app clude students and Certification (Result Category) 1. Responded,	lications and stude applications alread B. FREE-Income lied as FREE base nousehold size app a.	direct ve	Der 15th for 5-7B. Cen A or 5-7B. Res Cate 1. Res NO C	C. REDU ified as RE accome/hou sult gory	JCED PRICE-Inc EDUCED PRICE isehold size app a. Applications	ome based on lication b.
dir	For each of A. FREE. Certified as FREE documentation (e. Result Category Responded, NO CHANGE: Responded, Changed to	th SNAP/FDPIR/M priginal benifit type priginal benifit type priginal benifit type based on SNAP/ g, case number) of a. Applications	(A, B, & C), report Do NOT in gible TANF/FDPIR on application b. Students	5-8: Results of Vert the number of applicated students and Certification of the Cartesian Cartesian Category 1. Responded, NO CHANGE: 2. Responded, Changed to Changed to	dications and stude applications alread B. FREE-Income led as FREE base nousehold size app a. Applications	direct ve	ber 15th for A or 5-7B. Cern Á Ret Cate 1. Res NO C 2. Res Cha	C. REDU ified as RE accome/housuit gory ponded, HANGE:	JCED PRICE-Inc EDUCED PRICE reshold size app a. Applications	ome based on lication b.

